


July 31, 2017

TO: ALL CONCERNED
FROM: 
Nolan P. Espinda, Director
SUBJECT: **AMENDMENTS TO COR.07.16: FOOD HANDLING**

The following are the significant changes to COR.07.16, effective July 31, 2017:

- 1) Changed the policy from "Food Temperature Maintenance/Monitoring" to encompass all aspects of "Food Handling."
- 2) In Section 2.0, changed it from References and Definitions to References and Forms.
- 3) In Section 2.0, References, added references from U.S. Food Code, HAR Chapter 11-50 (Hawaii Food Code), and ServSafe.
- 4) In Section 2.0, References, deleted references to the American Correctional Food Service Association; 1976 FDA Model Food Ordinance and Code; COR.01.07, Liberty Interest Disclaimer; Administrative Rules of the Department; Food Service and Food Establishment Sanitation Code; and Spear Consent Decree and Decree Supplement.
- 5) In Section 2.0, added forms to be used.
- 6) Changed Section 3.0 to Definitions and increased numbering on subsequent sections. Added Perishable Food, Raw Animal Food, Ready-to-eat-Foods, Safe Temperatures, Time/Temperature Control for Safety Food, and Wholesome.
- 7) Revised policy to be consistent with U.S. Food Code, HAR Chapter 11-50 (Hawaii Food Code), and ServSafe principles.
- 8) Modified formatting so that it is consistent with other policies.
- 9) Other minor grammar changes.

If you require any clarification, please contact Shelley Nobriga at 808-587-1260 or shelley.d.nobriga@hawaii.gov. COR.10.1B.07 is to take effect on July 31, 2017.

	DEPARTMENT OF PUBLIC SAFETY		EFFECTIVE DATE: July 31, 2017	POLICY NO.: COR.07.16
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES		SUPERSEDES (Policy No. & Date): COR.07.16 & 11/03/93	
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1.0 PURPOSE

To establish standards and guidelines for handling food, including maintaining adequate food temperatures during meal preparation, distribution, serving and storage, to ensure the wholesomeness and safety of the foods served to staff and inmates.

2.0 REFERENCES AND FORMS

.1 References

- a. Department of Public Safety (PSD), Policy and Procedure (P & P), COR.09.05, Kitchen Staffing and Food Handlers.
- b. PSD, P & P, COR.10.1B.07, Kitchen Sanitation.
- c. Food Code, 2013, U.S. Public Health Service, Food and Drug Administration, U.S. Department of Health and Human Services.
- d. Food Service Manual, September 13, 2011, Federal Bureau of Prisons, U.S. Department of Justice.
- e. Hawaii Administrative Rules (HAR), Title 11, Department of Health, Chapter 50, Food Safety Code.
- f. ServSafe Manager, 6th Edition, 2012, National Restaurant Association.
- g. Supplement to the 2013 Food Code, U.S. Public Health Service, Food and Drug Administration, U.S. Department of Health and Human Services.

.2 Forms

- a. PSD 0551 – Food Temperature Report form (attached).
- b. PSD 0552 – Refrigeration Temperature Log form (attached).
- c. PSD 8521 – Hot Holding Log form (attached).
- d. PSD 8522 – Cold Holding Log form (attached).

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e. PSD 8523 – Cooling Temperature Log form (attached).

3.0 DEFINITIONS

- .1 Perishable Food - Any food of such type or in such condition as may spoil.
- .2 Raw animal foods – Uncooked foods from animals such as raw eggs, chicken, beef, pork, fish and/or lamb.
- .3 Ready-to-eat Foods – Foods that are ready to be eaten or served, whether pre-packaged, such as bread, cookies, canned fruits, etc., or cooked and ready to serve.
- .4 Safe Temperatures - As applied to potentially hazardous food, shall mean temperatures of 41° F or below and 135° F or above for foods that are to be served cold or hot respectively.
- .5 Time/Temperature Control for Safety (TCS) Food: Any type of foods that require time/temperature control for safety in order to limit the formation of pathogenic microorganism growth or toxin formation. TCS foods include, but are not limited to:
 - a. Meats: Beef, pork, lamb, poultry, fish, shellfish and crustaceans.
 - b. Dairy Products: Milk, and dairy products; shell eggs except for those treated to eliminate *Salmonella* spp.
 - c. Heat Treated Plant Food: Cooked rice, beans and vegetables.
 - d. Other Products: Baked potatoes, sprouts and sprout seeds, sliced melons, cut tomatoes, cut leafy greens, tofu, soy protein, synthetic ingredients such as textured soy protein in meat alternatives, and untreated garlic-and-oil mixtures.
- .6 Wholesome - In sound condition, clean, free from adulteration, and otherwise suitable for use as a human food.

4.0 POLICY

All correctional facility food service operations shall prepare, store, transport, and serve all food and beverages in a manner that is safe for human consumption.

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Proper food handling and food temperatures shall be maintained during storage, transport, preparation, and serving to ensure all foods are free from spoilage and contamination.

5.0 PROCEDURES

- .1 Prior to handling foods, food handlers must clean their hands and exposed areas of the arms, including any prosthetic devices, at the hand washing sink, as follows:
 - a. Rinse under clean, running water;
 - b. Apply the manufacturer's recommended amount of cleaning compound;
 - c. Rub together hands together vigorously for ten to fifteen seconds, paying attention to removing the soils from underneath the fingernails and creating friction on the surfaces of the hands, arms, fingertips, and areas between the fingers (including prosthetic devices);
 - d. Thoroughly rinse under clean, running water; and
 - e. Dry with individual, disposable towels or other methods specifically provided for drying of hands (continuous towel system, heated-air dryer, etc.).
- .2 Food handlers must also clean their hands and exposed areas of the arms, as described in 5.1a.-e., in the following situations:
 - a. After touching bare human body parts other than clean hands and clean exposed areas of the arm;
 - b. After using the toilet room;
 - c. After coughing, sneezing, using a handkerchief or disposable tissue, eating and/or drinking;
 - d. After handling soiled equipment or utensils;
 - e. During food preparation as often as needed to remove soil and contamination and to avoid cross contamination when changing tasks;

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- f. When switching between working with raw food and ready-to-eat food;
 - g. Before donning gloves for working with food; and
 - h. After engaging in activities that contaminate the hands and/or exposed areas of the arms.
- .3 A hand antiseptic may be used as a topical application, or a hand antiseptic solution may be used as a hand dip, or a hand antiseptic soap may be used as long as they comply with Food and Drug Administration standards and applied only after cleaning hands and exposed areas of the arms utilizing the method described above.
 - .4 Except when washing fruits and vegetables, food handlers may not touch and/or handle ready-to-eat foods with their bare hands and shall use suitable utensils such as deli tissues, spatulas, tongs, serving spoons, single-use gloves, or other food dispensing equipment.
 - .5 Food handlers shall minimize bare hand and arm contact with foods not in ready-to-eat form.
 - .6 Food handlers may not use a utensil more than once to taste food that is to be served.
 - .7 To avoid food cross contamination, raw animal foods shall be kept separate from ready-to-eat-food, including raw vegetables and fruits, and cooked ready-to-eat foods. However, commercially packaged frozen raw animal foods may be stored or displayed with frozen commercially processed and packaged ready-to-eat foods.
 - .8 Except when combining ingredients, food handlers must keep the raw animal foods separate during storage, preparation and display by using separate equipment for each, arranging each food in the equipment so that cross-contamination is prevented, and preparing raw animal foods in separate areas and/or at different times.
 - .9 Cleaning visible soil from sealed packages before opening.
 - .10 Taking care to not slice through the outer wrap of packaged foods when boxes or crates are opened.

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- .11 If ice is used to display foods, the ice shall be made from drinking water.
- .12 Once ice has been used to cool and/or display food, it cannot be used as food (to chill drinking water or juice, etc.).
- .13 Foods displayed in ice must be in leak-proof containers or wrappers.
- .14 Unpackaged food may not be stored in direct contact with undrained ice, except for whole raw fruits and vegetables, cut raw vegetables such as celery or carrot sticks or cut potatoes, and tofu.
- .15 All raw fruits and vegetables must be thoroughly washed in water to remove soil and other contaminants before being cut, combined with other ingredients, cooked, served or offered for human consumption in ready-to-eat form. The exception is raw fruits and vegetables which are intended to be washed by the consumer before consumption. Raw fish and/or poultry received immersed in ice in shipping containers may remain that way until preparation or display.
- .16 Food shall be protected from contamination by storing the food in a clean, dry location where it is not exposed to splash, dust or other contamination, and at least 6 inches above the floor.
- .17 Food in packages and working container may be stored less than 6 inches above the floor on apparatuses such as dollies, pallets, racks and skids, which are designed to be moved with hand trucks or a forklift.
- .18 Food may not be stored in locker rooms, toilet rooms, dressing rooms, garbage rooms and/or mechanical rooms; under sewer lines that are not shielded to intercept potential drips, under leaking water lines or under lines on which water has condensed, under open stairwells and/or other sources of contamination.
- .19 Food that has been served, but returned uneaten or unused by a consumer, may not be offered as food for human consumption, unless it is in its original, unopened package and in sound condition (crackers, salt, pepper, etc.).
- .20 Facility administrators and food service staff shall properly maintain and rotate the food inventory to minimize possible contamination from naturally occurring microorganisms which have the potential to transmit food-borne illness to humans.

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- .21 The food inventory shall be properly maintained and rotated to ensure accountable and cost effective use of products.
- .22 Equipment used to transport, or store potentially hazardous foods, such as refrigeration units, freezers, hot boxes, or steam tables, shall be operated in accordance with the manufacturer's specifications. Equipment shall be routinely maintained to assure efficient and proper performance.
- .23 Food Temperatures:
- a. Raw animal foods such as eggs, fish, beef, pork and chicken, and foods containing these must be cooked to heat all parts of the food to a temperature and for a time that complies with one of the following methods:
- 1) 145° F or above for 15 seconds for:
 - a) Raw shell eggs that are broken and prepared in response to a consumer's request and for immediate consumption; and
 - b) Unless otherwise specified, fish, meat and pork, including game animals, commercially raised for food.
 - 2) 155° F for 15 seconds for:
 - a) Raw shell eggs that are not prepared as specified above (eggs cooked to 155° are hard cooked);
 - b) Fish, meat and game animals commercially raised for food and have been reduced in size by chopping, flaking, grinding or mincing, except for injected meats and ratites (emu, ostrich, etc.) as follows:

Minimum Temperature and Time for Injected Meats and Ratites	
Temperature (F°)	Time
145°	3 minutes
150°	1 minute
158°	instantaneous

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- 3) 165° or above for 15 seconds for poultry, game animals, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratite, or stuffing containing fish, meat, poultry, or ratites.
- 4) Whole beef roasts, corned beef roasts, pork roasts, and cured pork roasts such as ham, are cooked:
 - a) In an oven preheated to the temperature specified for the roast's weight in the following chart and held at that temperature:

Oven Temperature Based on Roast Weight		
Oven Type	Less than 10 lbs.	More than 10 lbs.
Still Dry	350° F or more	250° F or more
Convection	325° F or more	250° F or more
High Humidity*	250° F or less	250° F or less
* Relative humidity greater than 90% for at least 1 hour as measured in the cooking chamber or exit of the oven, or in a moisture-proof bag that provides 100% humidity		

- b) As specified in the following chart, to heat all parts of the food to a temperature and for the holding time that corresponds to that temperature:

Temperature (F)	Time in Minutes	Temperature (F)	Time in Seconds
130°	112	147°	134
131°	89	149°	85
133°	56	151°	54
135°	36	153°	54
136°	28	155°	22
138°	18	157°	14
140°	12	158°	0
142°	8		
144°	5		
145°	4		

- c) Whole-muscle, intact steaks can be cooked on a grill, but must meet the same standard in time and temperature as beef roasts.

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b. Reheating for hot holding:

- 1) Except as specified below, potentially hazardous food that is cooked, cooled and reheated for hot holding shall be reheated so that all parts of the food reach at least 165° F for 15 seconds.
- 2) Ready-to-eat food taken from a commercially processed, hermetically sealed container, or from an intact package from a food processing plant inspected by the USDA, will be heated to at least 135° F for hot holding.
- 3) Reheating for hot holding must be done rapidly, so that the time the food is between 41° F and 165° F and does not exceed 2 hours.
- 4) Prepared foods heated in their original sealed container are cooked according to manufacturer's directions.

c. Frozen potentially hazardous food will be kept at or below 0° F in storage.

d. Potentially hazardous foods will be thawed:

- 1) Under refrigeration that maintains the food temperature at 41° F or less.
- 2) As part of the cooking process, if the frozen food is cooked according to this policy.
- 3) When not possible by either method above, completely submerged under running water either:
 - a) At a water temperature of 70° F or below, with sufficient water velocity to agitate and float off loose particles in an overflow, for a period that does not allow thawed portions of ready-to-eat food to rise above 41° F.
 - b) For a period that does not allow thawed portions of raw food requiring cooking to be above 41° F for more than 4 hours, including the time the food is exposed to the running water and the time needed for preparation and cooking, or the time it takes to lower the food to 41° F, if it is not being immediately cooked.

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- e. Potentially hazardous foods shall be kept at 41° F or below when cold, or 150° F or above when hot. Temperatures will be maintained during storage, preparation, transport, and service. Potentially hazardous foods stored for long-term, up to six months, shall be kept frozen at 0° F.
- f. Prepared foods that are to be served cold shall be maintained at temperatures of 45° F or below from the time of preparation until the completion of serving.
 - 1) The temperatures of the foods, including the date and time of recordation, and food product, shall be recorded on PSD 8522, Cold Holding Log.
 - 2) Temperature recording shall be done twice a day, at opening and at closing.
 - 3) The logs shall be kept for one (1) year, either as a hard copy or electronic copy.
- g. Prepared foods that are to be served hot shall be maintained at temperatures of 140° F or above from the time of preparation until the completion of serving.
 - 1) The temperatures of the foods, including the date and time of recordation, and food product, shall be recorded on PSD 8521, Hot Holding Log.
 - 2) Temperature recording shall be done twice a day, during the period after cooking, and while meal service is being conducted.
 - 3) The logs shall be kept for one (1) year, either as a hard copy or electronic copy.
- h. If only time is used as a public health control for a working supply for potentially hazardous food before cooking, or for ready-to-eat potentially hazards food that is displayed, or held for service:
 - 1) The food will be marked or otherwise identified to indicate the time 4 hours from the point when it is removed from temperature control.

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- 2) The food will be cooked and served, or served if ready to eat, or discarded, within 4 hours from the point when it is removed from temperature control.
- 3) Food in unmarked containers, or marked to exceed the 4-hour time limit, is discarded.
- 4) Written procedures are provided to personnel for ensuring proper disposition of food when time is used as a public health control outside of Food Service.

.24 Cooling and Cooling Methods:

- a. Cooked potentially hazardous foods will be cooled within 2 hours from 135° F to 70° F and within a total of 6 hours from 135° F to 41° F or less.
- b. Potentially hazardous foods will be cooled within 4 hours to 41° F or less if prepared from ingredients at room temperature, such as reconstituted foods and canned tuna. Ingredients should be pre-chilled in original containers to ensure these requirements are met.
- c. Cooling is done per time and temperature by one or more of the following methods, based on the type of food:
 - 1) Using rapid cooling equipment if available;
 - 2) Placing the food in shallow pans;
 - 3) Separating food into smaller or thinner portions;
 - 4) Stirring the food in a container placed in an ice water bath;
 - 5) Using containers that facilitate heat transfer;
 - 6) Using ice as an ingredient; and
 - 7) Other effective methods.
- d. When placed in cool or cold holding equipment, food containers in which food is being cooled are:

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- 1) Arranged in the equipment to provide maximum heat transfer through the container walls.
 - 2) Loosely covered, or uncovered if protected from overhead contamination, during the cooling period to facilitate heat transfer from the surface of the food.
- e. Leftovers which have not been cooled by the time, temperature and methods listed in this policy will be disposed of and not served.
 - f. Cooling temperatures for leftovers shall be recorded on PSD 8523, Cooling Temperature Log. PSD 8523, Cooling Temperature Log shall be kept for one (1) year, either as a hard copy or electronic copy.
- .25 Foods made with uncooked eggs, such as Caesar salad, hollandaise sauce, mayonnaise, or eggnog will not be prepared.
- .26 Temperature Monitoring
- a. The temperature of each refrigeration unit located in the main food services preparation and storage areas and used for food or beverage storage shall be monitored twice a day. The temperatures shall be monitored at the start of the first shift and just prior to closing the area for the day. PSD 0552 shall be used to record refrigeration unit temperatures as required.
 - b. In housing units and areas where refrigeration units are located and used for food or beverage storage, the temperature of the refrigeration units shall be measured at the start of the breakfast, lunch and supper meal. The temperature readings shall be logged under the appropriate meal being served on PSD 0551. A sample of a completed form is attached.
 - c. A temperature reading of all potentially hazardous foods on the menu for each meal period shall be recorded along with the recording of the food name, date, person's initial taking the temperature readings, and time. The temperature shall be monitored and recorded in the kitchen prior to transport to the satellite serving or general population serving site, upon receipt by the satellite serving location and at the end of the meal serving period.

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- 1) The food service manager shall designate on form PSD 0551 the foods and beverages to be monitored. Food service staff so designated shall complete sections entitled: Facility, Site, Date, #Pans, Portion Size and Meal.
- 2) The temperature and time shall be measured and recorded by Central Kitchen staff on PSD 0551, prior to transporting to satellite serving locations. Staff registering the information shall sign in the appropriate section of the form. The form shall be attached to the transport cart for receipt by satellite serving location staff.
- 3) The adult corrections officer (ACO) at the satellite serving site shall measure and record the food temperatures and time upon the food arrival at the serving site. At the time of serving completion, the ACO shall record the time and food temperatures. The ACO shall sign the completed form.
- 4) To prevent cross-contamination, it is vital to wash the bimetal thermometers in hot, soapy water or clean with a disposable alcohol wipe before use, after measuring each food item, and before putting the thermometer back into its case.
- 5) Copies of the completed form shall be distributed as follows:

Original: Forward to the Department Audit and Compliance Officer, Inspections and Investigations Office, through the Food Services Branch Administrator, Corrections Program Services Division. The originals will be kept for six (6) months.

Copies to: Food Service Manager, and one shall be retained at the satellite serving location.

- .27 Food Service equipment must meet the American National Standards Institute (ANSI) standard for sanitation and safety and be certified or listed by a nationally recognized testing agency. Food contact surfaces of equipment may not be modified after purchase.
- .28 The following items will not be used in Food Service:
 - a. Sponges;

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- b. Copper, brass or pewter in contact with food;
- c. Equipment, utensils, or cutting equipment not specifically manufactured by the Food Service industry under accredited safety standards; and
- d. No wood and wicker, except:
 - 1) Hard maple or an equivalent hard, close-grained wood may be used for cutting boards, cutting blocks, bakers tables, and utensils such as rolling pins and doughnut dowels.
 - 2) Whole, uncut, raw fruits and vegetables and nuts in the shell may be kept in the wood shipping containers they were received in until used.
 - 3) Wood pallets may be used to store canned goods and other non-absorbent containers.

.27 Record Maintenance

- a. The original of PSD 0552 shall be maintained on file in the office of the food service manager for a period of 6 months and then destroyed.
- b. Copies of the PSD 0551 shall be maintained on file in the office of the food service manager and the satellite serving operations for a period of 6 months and then destroyed.

6.0 RESPONSIBILITY

The Food Service Officer and the Institutional Food Service Managers are responsible for this policy.

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7.0 SCOPE

This policy applies to all correctional facilities.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections

July 31, 2017
 Date

APPROVED:


 Director

July 31, 2017
 Date

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**STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
FOOD TEMPERATURE REPORT FORM**

Facility: _____ **Site:** _____ **Date:** _____

Meal (Circle One): **Breakfast** **Lunch** **Dinner**

Food Item	FSU				SITE				COMMENTS
	#	Port	Dist	Dist	Arr	Arr	End	End	
	Pans	Size	Time	Temp	Time	Temp	Time	Temp	

FSU STAFF

SITE STAFF

DISTRIBUTION:
Original: EHSO
Copies: Food Service; Satellite

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
REFRIGERATION TEMPERATURE LOG

Month/Year: _____ Facility: _____

Location: _____ Refrigerator ID #: _____

Date	Time 1	Temp. 1	Time 2	Temp. 2	Initials	COMMENTS
01						
02						
03						
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DEPARTMENT OF PUBLIC SAFETY HOT-HOLDING LOG

Foods must be held HOT at $\geq 135^{\circ}\text{F}$.

Facility/Location: _____ Hot-holding Unit: _____

[illegible]

Foods must be held COLD at $\leq 41^{\circ}\text{F}$.

[illegible]

DEPARTMENT OF PUBLIC SAFETY
COOLING TEMPERATURE LOG

- Foods must be cooled from $135^{\circ}\text{F} \rightarrow 70^{\circ}\text{F}$ within 2 hours, then $70^{\circ}\text{F} \rightarrow 41^{\circ}\text{F}$ within 4 hours.
- Total cooling time must not exceed 6 hours.
- Use a digital metal-stem thermometer to measure internal food temperature.
- Recommended cooling methods:
 - Divide foods into smaller portions.
 - Use shallow containers.
 - Place container of hot food inside an ice bath, stir often.

[illegible]